

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
October 2006



CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Administrative Assistant 1 (R)	73121	\$22,620 - \$36,192
Administrative Services Assistant 1 (R)	73161	\$22,620 - \$36,192
Administrative Services Assistant 2 (R)	73162	\$24,588 - \$39,324
Administrative Services Assistant 3 (R)	73163	\$27,852 - \$44,556
Administrative Services Assistant 4 (R)	73166	\$31,536 - \$50,448
Children’s Services Case Manager 3 (R)	79185	\$30,216 - \$48,348
Children’s Services Case Manager 4 (R)	79186	\$32,904 - \$52,644
Community Health Council Coordinator 1 (R)	72261	\$29,028 - \$46,452
Employment Security Interviewer 2 (R)	78422	\$25,608 - \$40,968
Highway Maintenance Worker 2 (R)	62972	\$20,016 - \$32,016
Human Services Program Director 1 (R)	79851	\$39,036 - \$62,460
Information Resource Support Specialist 2 (R)	75551	900
Medical Social Services Specialist (P)	79653	\$30,216 - \$48,348
Park Ranger 1 (R)	77611	\$22,620 - \$36,192
Probation/Parole Officer 2 (R)	78142	\$27,852 - \$44,556
Programmer/Analyst 2 (G)	75522	900
Programmer/Analyst 4 (G)	75524	900
Public Health Nurse 2 (Q)	72782	900
Public Health Nurse 3 (Q)	72783	900
Public Health Nurse 4 (Q)	72784	900
Public Health Nurse 5 (Q)	72785	900
Purchasing Agent 1 (R)	75721	\$25,608 - \$40,968
Social Worker 1 (P)	79601	\$24,588 - \$39,324
Social Worker 2 (P)	79602	\$27,852 - \$44,556
Vocational Rehabilitation Counselor 2 (R)	79932	\$26,700 - \$42,720

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED October 19, 2006.
- C Register will be ABOLISHED and REESTABLISHED effective.
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective
- F Job classification will have a change in SALARY effective.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective October 19, 2006.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K Job classification will be converting from “daily” status (i.e., continuous basis only) to closed examination status effective 7/17/06 until further notice.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only) effective.
- P Job classification is converting from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective October 19, 2006.
- Q Due to the consolidation of the Public Health Nurse 2-5 job series into the Registered Nurse 2-5 job series, the registers for the Public Health Nurse job series will be abolished effective October 19, 2006. Applicants who wish to be considered for these jobs should instead apply for the Registered Nurse 2 – 5 job series.
- R Job class is converting from announced basis only to announced on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). The first scheduled quarterly open period will be October 24th – November 7th. The complete schedule for 2007 will be posted on Department of Personnel website.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ADMINISTRATIVE ASSISTANT 1

SUMMARY: Under general supervision, is responsible for professional staff work of routine through average difficulty in relieving an executive of administrative detail; and performs related work as required.

DISTINGUISHING FEATURES: Positions in the Administrative Assistant sub-series are predominately in the unclassified service, with exception of the few which by specific law, rules, or regulations are mandated to be in the classified service. An employee in this class routinely performs general assignments to relieve an executive of administrative detail and other duties which do not require his personal attention. This class differs from that of Administrative Assistant 2 in that an incumbent of the latter usually performs work of greater scope and difficulty. Classes in the Administrative Assistant sub-series differ from those in the Administrative Services Assistant sub-series in that incumbents of the latter are members of the classified service and perform duties in direct support of line operations rather than duties which emphasize relieving an executive of administrative detail.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree; qualifying full-time increasingly responsible sub-professional experience or paraprofessional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ADMINISTRATIVE SERVICES ASSISTANT 1

SUMMARY: Under immediate supervision, is responsible for staff administrative work of routine difficulty in support of line operations; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Administrative Services Assistant and Training Specialist sub-series. An employee in this class functions in a training capacity in learning to perform general staff work in the area of administrative services and support line operations. Work includes learning to perform a variety of assignments such as: budget development and maintenance; contract negotiations, development and monitoring; personnel administration, employee development and training; research; planning; information compilation and dissemination; procurement and property administration; grant proposal review and monitoring; forms design; and report and correspondence preparation. This class differs from that of Administrative Services Assistant 2 and Training Specialist 2 in that incumbents of the latter perform duties at the working level under general supervision. This class differs from that of more specialized classes that perform administrative services related and analytic duties in that incumbents of the latter perform these duties within a specific, limited field and function as analytic specialists rather than generalists. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree; qualifying full-time increasingly responsible sub-professional experience or paraprofessional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

ADMINISTRATIVE SERVICES ASSISTANT 2

SUMMARY: Under general supervision, is responsible for staff administrative work of average difficulty in support of line operations; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Administrative Services Assistant sub-series. An employee in this class performs general staff work in the area of administrative services and support of line operations. Work includes a variety of assignments such as: budget development and maintenance; contract negotiation, development and monitoring; personnel administration; research; planning; information compilation and dissemination; procurement and property administration; grant proposal review and monitoring; forms design; and report and correspondence preparation. This class differs from that of Administrative Services Assistant 1 in that incumbents of the latter function in an entry level capacity under immediate supervision. This class differs from that of Administrative Services Assistant 3 in that incumbents of the latter perform work of greater scope and complexity and have more responsibilities for developing, implementing, and enforcing policies and procedures and often supervise incumbents in this class. This class differs from that of more specialized classes that perform administrative services related and analytic duties in that incumbents of the latter perform these duties within a specific, limited field and function as analytic specialists rather than generalists.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional staff administrative and/or analytic experience; qualifying full-time increasingly responsible sub professional experience or para-professional or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis; OR one year of professional administrative services experience with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ADMINISTRATIVE SERVICES ASSISTANT 3

SUMMARY: Under general supervision, is responsible for professional staff administrative work of considerable difficulty and supervisory work of routine difficulty in support of line operations; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Administrative Services Assistant sub-series. Incumbents in this classification often supervise professional and sub professional staff in accomplishing administrative services and related departmental functions. Certain assignments with no supervision of professional staff may be included in this class when the work performed is of considerable scope and complexity. This work involves considerable responsibility for developing, implementing and enforcing pertinent policies and procedures. This class differs from that of Administrative Services Assistant 2 in that incumbents of the latter function at the working level and perform work of lesser scope and complexity. This class differs from that of Administrative Services Assistant 4 in that incumbents of the latter function with a higher degree of independence and have greater scope and impact in the areas of policy development, fiscal control, and personal contacts. This class differs from that of more specialized classes that perform administrative services related and analytic duties in that incumbents of the latter perform these duties within a specific, limited field and function as analytic specialists, rather than generalists.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of increasingly responsible full-time professional staff administrative experience; qualifying full-time increasingly responsible sub professional experience or paraprofessional or professional experience may be substituted for the required education, on a year for- year basis, to a maximum of four years; additional graduate coursework in public administration, business administration or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR two years of increasingly responsible professional administrative services experience with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

ADMINISTRATIVE SERVICES ASSISTANT 4

SUMMARY: Under general supervision, performs professional staff administrative work of considerable difficulty and supervisory work of average difficulty in support of line operations; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Administrative Services Assistant sub-series. Incumbents in this class perform administrative duties with a high degree of independence. This work involves considerable participation in developing, implementing and evaluating policies and procedures having significant impact on a department as a whole or a segment of the public. Incumbents in this class often independently review and authorize the expenditure of large sums of money for services, property, supplies, and equipment. This work may include independently preparing a large and/or complex budget and controlling expenditures. Employees in this class also have a high degree of difficult personal contacts with officials, administrators, legal, technical and business professionals and the general public in explaining, interpreting, and enforcing pertinent laws, regulations, policies and procedures and resolving problems and issues encountered in work. This class differs from that of Administrative Services Assistant 3 in that incumbents of the latter perform duties with less independence and with less scope and impact in the areas of policy development, fiscal control, and personal contacts. This class differs from that of Administrative Services Assistant 5 in that incumbents of the latter independently perform very complex administrative services duties having broad scope and impact and often independently manage fiscal services and budgetary activities of greater size and complexity. This work involves more frequent personal contacts with high level officials in handling difficult negotiations, resolving problems, and making presentations to representative groups on pertinent administrative issues. This class differs from that of more specialized classes performing administrative services related and analytic duties in that incumbents of the latter perform these duties within a specific, limited field and function as analytic specialists rather than generalists.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional staff administrative work; qualifying full-time increasingly responsible sub professional experience, or paraprofessional or professional experience may be substituted for the required education on a year-for year basis, to a maximum of four years; additional graduate coursework in public administration, business administration or other acceptable field may be substituted for the required education, on a year-for-year basis, to a maximum of two years; OR three years of increasingly responsible professional administrative services experience with the State of Tennessee.

Necessary Special Qualifications: None.

CHILDREN'S SERVICES CASE MANAGER 3

SUMMARY: Under general supervision, is responsible for professional case management work of considerable difficulty and lead work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead level class in the Children's Services Case Manager job series. An employee in this class is responsible for leading and training subordinates in the performance of case management work for children under the State's supervision, in State custody, or at risk of State custody, and their families. This class differs from Children's Services Case Manager 2* in that an incumbent of the latter performs working level case management work. This class differs from Children's Services Case Manager 4 in that an incumbent of the latter performs supervisory work over an entire case management team or single/small residential program.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of professional experience providing child welfare services including, but not limited to, one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination.

Substitution of Graduate Education for Experience: A graduate degree in social work or a related behavioral science field may be substituted for the required experience on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours may be substituted for one year of required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (6.) upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILDREN'S SERVICES CASE MANAGER 4

SUMMARY: Under general supervision, is responsible for professional case management supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first full supervisory class in the Children's Services Case Manager job series. An employee in this class is responsible for the supervision of staff who are providing case management services for children under the State's supervision, in State custody, or at risk of State custody, and their families. This class differs from Children's Services Case Manager 3 in that an incumbent of the latter performs lead level case management work. This class differs from Children's Services Team Coordinator in that an incumbent of the latter is responsible for managing operations and programs in a regional or field office or multiple/large residential programs and supervises members of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a master's degree in social work or a related behavioral science field with a child or family focus and experience equivalent to three years of full-time professional child welfare case work including, but not limited to, one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination.

OR

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional child welfare case work including, but not limited to, one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (6.) upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

COMMUNITY HEALTH COUNCIL COORDINATOR 1

SUMMARY: Under general supervision, is responsible for professional community health council coordination work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Community Health Council Coordinator sub-series. An employee in this class coordinates the activities of and provides technical assistance to community health councils. This class differs from Community Health Council Coordinator 2 in that an incumbent of the latter functions as a regional supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time work in one or a combination of the following: 1.) planning public health or community services; 2.) developing programs or coordinating grants; or 3.) coordinating activities for non-profit agencies, grant analysis, or business development.

Substitution of Experience for Education: Qualifying experience in planning public health or community services, developing programs or coordinating grants, or coordinating activities of nonprofit agencies, grant analysis, or business development may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Additional graduate coursework credit received from an accredited college or university may substitute for the required experience on a month-for month basis to a maximum of 1 year (e.g., 36 graduate quarter hours may substitute for one year of the required experience).

Necessary Special Qualifications: A valid motor vehicle operator's license is required.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

EMPLOYMENT SECURITY INTERVIEWER 2

SUMMARY: Under general supervision, is responsible for professional employment security work of average difficulty involving interviewing members of the public who are either seeking employment or applying for unemployment insurance benefits; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Employment Security Interviewer sub-series. An employee in this class conducts personal interviews to determine either an applicants job readiness, work qualifications and suitability for particular training programs or jobs, or to determine an unemployment insurance claimant's eligibility to receive benefits. An employee gathers and analyzes all pertinent work history information to reach these determinations. This class is flexibly staffed with and differs from that of an Employment Security Interviewer 1 in that an incumbent of the latter acts in an entry level capacity and performs duties under immediate supervision. This class differs from that of an Employment Security Interviewer Supervisor in that an incumbent of the latter is responsible for exercising general supervision over a small professional staff of employment security interviewers of lower classification.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional employment interviewing work; qualifying full-time professional experience may be substituted for the required education, on a year for- year basis, to a maximum of four years; OR one year of full-time professional experience as an Employment Security Interviewer 1 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

HIGHWAY MAINTENANCE WORKER 2

SUMMARY: Under general supervision, performs semi-skilled highway maintenance work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the semi-skilled class in the Highway Maintenance Worker sub-series. As a member of either a regional floating maintenance crew or a county maintenance crew, an employee in this class performs a variety of semi-skilled highway maintenance and/or construction duties and may function as a lead worker. This class differs from Highway Maintenance Worker 1 in that an incumbent of the latter performs unskilled and semi-skilled highway maintenance duties and does not function as a lead worker. This class differs from Highway Maintenance Worker 3 in that an incumbent of the latter functions as a heavy equipment operator on a regional floating maintenance crew or functions as a lead worker on a county maintenance crew.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to three years of increasingly responsible and skilled full-time labor and trade work including at least two years of highway/bridge construction or maintenance work, heavy equipment operation, and/or related facilities construction work involving site preparation, substructures work, or structural work. Possession of a current "Class A" Commercial Driver License with an "N" endorsement that is valid in the State of Tennessee.

Necessary Special Qualifications: All positions in this job class require that employees possess and maintain a current "Class A" Commercial Driver License with an "N" endorsement that is valid in the State of Tennessee in order to retain employment.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

HUMAN SERVICES PROGRAM DIRECTOR 1

SUMMARY: Under direction, is responsible for professional human services program development and administrative work of unusual difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class provides central office program direction and technical consultation to subordinate staff in evaluation and planning of a statewide program area. This class differs from that of Human Services Program Manager in that an incumbent of the latter assists in directing a large Human Services program. This class differs from that of Human Services Program Director 2 & 3 in that incumbents of the latter are responsible for supervising this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time professional work in one or a combination of the following: social services, human services, education, accounting, auditing, and/or social services grant coordination. At least four years of this experience must have been in human services program evaluation.

Substitution of Graduate Education for Experience: Graduate course work from an accredited college or university in any liberal arts field, including but not limited to social sciences, mathematics, or statistics; education; and/or business may be substituted for the required experience, on a year-for year basis, to a maximum of one year, there being no substitution for the required four years of specialized experience.

OR

Experience equivalent to three years of human services field supervision, disability claims supervision, or human services program evaluation work with the State of Tennessee

Necessary Special Qualifications: None.



INFORMATION RESOURCE SUPPORT SPECIALIST 2

SUMMARY: Under general supervision, performs information systems technical support work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working-level class in the Information Resource Support Specialist job series. An employee in this class diagnoses and resolves single-user software and hardware problems related to microcomputers or minicomputers, as well as software and peripheral devices utilized by the mainframe system. This class differs from Information Systems Associate* in that an incumbent learns to diagnose and resolve software problems for microcomputers, minicomputers, or mainframe computers. This class differs from Information Resource Support Specialist 3 in that an incumbent diagnoses and resolves hardware and software problems involving stand-alone microcomputer systems or other computer systems comprised of multiple hardware or software components accessed by multiple users.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of experience in any one of the following areas: (1) the resolution of data manipulation errors, the maintenance of computer hardware, or the correction of other related system operations problems for computer system hardware or software; or (2) the strategic planning of hardware or software components; or (3) applications programming, or (4) the systematic analysis of user and systems requirements for computer or information systems; or (5) the training or instruction of individuals in systems analysis, applications programming, or proper utilization and implementation of hardware or software systems components within computer or information systems.

OR

Substitution of Experience for Education: Experience may substitute for the required education on a year-for-year basis to a maximum of four years: (1) the resolution of data manipulation errors, the maintenance of computer hardware, or the correction of other system operation problems related to computer system hardware or software; or (2) the strategic planning of hardware of software systems components for computer or information systems; or (3) applications programming, or (4) the systematic analysis of user and systems requirements for computer or information systems; or (5) the training or instruction of individuals in systems analysis, applications programming, or proper utilization and implementation of hardware or software systems components within computer or information systems.

OR

Substitution of the Specific Associate's Degree for the Required Bachelor's Degree:
Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information systems computer and information systems, computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

Substitution of Graduate Coursework for the required experience: Any graduate coursework in management information systems, business data processing, business systems analysis, computer and information systems, or computer accounting may substitute for the required experience on a year-for year basis to a maximum substitution of one year. (Thirty-six graduate quarter hours or a master's degree in the above fields is equivalent to one year of experience).

OR

One year of experience as an Information Systems Associate* with the State of Tennessee.
Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service Positions.

MEDICAL SOCIAL SERVICES SPECIALIST

SUMMARY: Under general supervision, is responsible for professional medical-social counseling work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class executes the proper principles, practices, and procedures for professional medical-social counseling.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four year college or university with a master's degree in social work.

OR

Substituting experience equivalent to one year of full-time paid employment in professional level social work for one year of the required graduate study, with a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PARK RANGER 1

SUMMARY: Under immediate supervision, is responsible for park security and conservation work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Park Ranger sub-series. An employee in this class learns to provide park resource law enforcement and protect park resources. This class differs from that of Park Ranger 2 in that an incumbent of the latter acts at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory two-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
 - (2.) be at least twenty-one (21) years of age on the date of application.
 - (3.) be a citizen of the United States.
 - (4.) have a good moral character, as determined by investigation.
 - (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
 - (6.) agree to release all records involving their criminal history to the appointing authority.
 - (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
 - (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
 - (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
 - (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
 - (11.) possess a valid motor vehicle operator's license at the time of appointment.
 - (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.
- During their careers, most rangers can expect to be assigned to several different parts of the state. While employee work location preference is considered, there is no guarantee that a ranger will remain stationed in only one area.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PROBATION/PAROLE OFFICER 2

SUMMARY: Under general supervision, is responsible for professional probation and parole work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Probation/Parole Officer sub-series. An employee in this class supervises a caseload of probationers and/or parolees. This class is flexibly staffed with and differs from Probation/Parole Officer 1 in that an incumbent of the latter performs entry level work. This class differs from Probation/Parole Officer 3 in that an incumbent of the latter is responsible for leading others in probation and/or parole work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of one year (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator's license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PROGRAMMER/ANALYST 2

SUMMARY: Under general supervision, is responsible for professional applications computer programming work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working-level class in the Programmer/Analyst series. An employee in this class, either independently or as a member of a team, designs, modifies, codes, and/or implements business applications programs. This class is flexibly staffed with and differs from Information Systems Associate* in that an incumbent of the latter learns to write computer source code for business applications. This class differs from Programmer/Analyst 3 in that an incumbent of the latter functions at the advanced working level and performs programming duties of greater scope and complexity.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of professional experience in one or a combination of the following: (1) software development; (2) database design; (3) systems analysis or design; or (4) information systems instruction.

Substitution of Experience for Education: Additional professional level experience in software development, database design, systems analysis or design, or information systems instruction may substitute for the required degree on a year-for-year basis to a maximum of four years (e.g., one year of experience in the above areas is equivalent to forty-five quarter hours of coursework).

Substitution of specific associate's degree for the required bachelor's degree: Graduation from an accredited college or university with an associate's degree in computer engineering, computer and information science, computer hardware networking, management information systems, or software development may substitute for the required bachelor's degree.

OR

One year as an Information Systems Associate* with a major portion of the job involving software development, database design, or systems analysis or design with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PROGRAMMER/ANALYST 4

SUMMARY: Under general supervision, is responsible for professional applications computer programming lead work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead-level class in the Programmer/Analyst series. An employee in this class leads a project team in the design, modification, coding, and/or implementation of new or modified business applications programs. Work includes developing project work plans, making specific task assignments, and reviewing work of team members. This class differs from Programmer/Analyst 3 in that an incumbent of the latter, either independently or as a member of a project team, designs, modifies, codes, and/or implements complex business applications programs. This class differs from Programmer/Analyst Supervisor in that an incumbent of the latter supervises one or more project teams of Programmer/Analysts.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and three years of professional experience in one or a combination of the following: (1) software development; (2) database design; (3) systems analysis or design; or (4) information systems instruction.

Substitution of Experience for Education: Additional professional level experience in software development, database design, systems analysis or design, or information systems instruction may substitute for the required degree on a year-for-year basis to a maximum of four years (e.g., one year of experience in the above areas is equivalent to forty-five quarter hours of coursework).

Substitution of a specific associate's degree for the required bachelor's degree: Graduation from an accredited college or university with an associate's degree in computer engineering, computer and information science, computer hardware networking, management information systems, or software development may substitute for the required bachelor's degree.

OR

One year of experience as a Programmer/Analyst 3 with the State of Tennessee.

Necessary Special Qualifications: None.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PURCHASING AGENT 1

SUMMARY: Under general supervision, is responsible for professional purchasing work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Purchasing Agent sub-series. An employee in this class learns routine purchasing functions, and as the incumbent gains more knowledge of the purchasing functions, more difficult duties are assumed. This class differs from that of Purchasing Agent 2* in that an incumbent of the latter has obtained the knowledge and skills to perform more difficult duties and performs at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree; qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: A valid vehicle operator's license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SOCIAL WORKER 1

SUMMARY: Under immediate supervision, is responsible for professional social work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the professional Social Worker sub-series. An employee in this class learns the proper principles, practices, and procedures in providing guidance, advice, and application of theory in treatment to families and patients in home settings, mental health/mental retardation facilities, or state and county prisons. This class differs from Social Worker 2 in that an incumbent of the latter functions at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's, master's, or doctorate degree in social work.

OR

Possession of a Master's of Social Work Certificate (CMSW) or License of Clinical Social Work (LCSW) from the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Social Worker 1 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a baccalaureate or master's degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SOCIAL WORKER 2

SUMMARY: Under general supervision, is responsible for professional social work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the professional Social Worker sub-series, the entry level being subsumed by that of Social Worker 1. An employee in this class provides guidance, advice, and application of theory in treatment to families and patients in home settings, mental health/mental retardation facilities, or state and county prisons. This class is flexibly staffed with and differs from Social Worker 1 in that an incumbent of the latter functions at the working level under general supervision.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's, master's, or doctorate degree in social work and one year of full-time professional social work or social work related experience.

Substitution of Education for Experience: Qualifying graduate coursework in social work from an accredited college or university may be substituted for the required year of experience. (e.g., 36 graduate quarter hours in social work may be substituted for the one year of required experience).

OR

Possession of a Master's of Social Work Certificate (CMSW) or License of Clinical Social Work (LCSW) from the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Social Worker 2 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a baccalaureate or master's degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service.

VOCATIONAL REHABILITATION COUNSELOR 2

SUMMARY: Under general supervision, is responsible for professional vocational rehabilitation counseling work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Vocational Rehabilitation Counseling sub-series. An employee in this class provides services to handicapped persons in the selection, preparation for and planning of individual rehabilitation program and arranges services for clients. This work is performed with independence of judgments in using a wide variety of medical, social, and vocational resources in achieving objectives. This work may involve training counselors with less experience in specific assignments and performing administrative duties. This work is performed in accordance with federal regulations and departmental policies and procedures. This class is flexibly staffed with and differs from Vocational Rehabilitation Counselor 1* in that an incumbent of the latter is learns to provide a program of vocational rehabilitation.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree and one year of full-time professional-level experience in social work, counseling, clergy, education, human resources management, nursing, or full-time rehabilitation experience involved in determining eligibility criteria, counseling, or planning rehabilitation services for handicapped persons; additional graduate coursework in vocational rehabilitation, a social science, or a behavioral science may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator's license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.